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## NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-3-2SECURITY  
22 December 1964

## REQUEST FOR SECURITY CLEARANCES

RECISION: CIA Instruction [REDACTED]

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1. Requests by components of NPIC for basic NPIC security clearances for non-Center personnel, and for any required operational clearances for Center and non-Center personnel must be approved by the Executive Director, NPIC. Such requests should be addressed as follows:

MEMORANDUM FOR: Chief, Support Staff, NPIC

ATTENTION: Chief, Security Branch, SS/NPIC

THROUGH: Executive Director, NPIC

A concurrence line for the Executive Director's signature will be typed below the requester's signature on the left side of the page. The request should be forwarded in an original and one copy plus one additional copy for each individual for whom a clearance is requested. Action taken on the request will be noted on a carbon copy and returned to the requester.

2. These requests should be worded in such a manner that they can remain in the regular classified mail channels and not require codeword handling. This can be accomplished by the use of initials rather than the codeword itself, and the omission of related, descriptive data. Assistance in this matter can be obtained from the Security Branch, Support Staff, NPIC, [REDACTED]

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3. In those limited situations where a division or staff chief requests clearances on individuals for whom he has no administrative responsibility, the request must include a concurrence from the division or staff chief who is administratively responsible for the individual. In the case of personnel assigned to PAG, it will be necessary to obtain the concurrence of the Chief, CIA/PID or Chief, DIA/XX4.

Rec'd 10-3-4

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